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	Overtime Compensation		Page 1 of 3
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 05/21/2001	Updated: 05/26/2017		
Last Reviewed: 07/10/2023			

I. Purpose

The purpose of this order is to describe the policy and procedures regarding the accrual of overtime compensation.



II. Policy

- A. An employee's scheduled work week is determined by that employee's workdays. Each department week begins at 0000 hours Sunday and ends at 2359 hours on Saturday and covers the 168 hours in each week. Each employee and department **workday** will begin at 0000 hours and end at 2359 hours.
- B. Shift change, or an approved request for changing shifts with another employee, must always begin at 0000 hours on Sunday. The employee's **new** workweek begins at that time.
- C. Compensatory, vacation, sick time, and personal leave days do not affect determination of overtime compensation.
- D. Overtime begun at one rate of compensation will continue at that rate of compensation until the assignment is terminated.
- E. A change in leave days will generally not be granted if it creates overtime. In addition, supervisors need to take staffing into consideration when submitting a request for training.
- F. Training will generally not be approved if it creates overtime for the trainer or to backfill for staffing.

III. Guidelines for Approving Shift Extension Overtime

Overtime may be approved by a supervisor, and an officer may be ordered to extend their shift in the situations outlined below.

- A. A delay may enable the escape of an offender.
- B. A delay would cause a loss of evidence.
- C. The officer is needed to complete an essential phase of an investigation, when the deferment of that officer would adversely affect the case being investigated.

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- D. In a supervisor's judgment, the officers involved are best able to bring a case to a conclusion by a continued work effort.
- E. The ultimate question that a supervisor must be asked in each case is whether there is enough justification to perform that work at the premium overtime pay rate.
- F. In non-emergency situations where scheduling of overtime is deemed necessary, officers will be assigned on a voluntary basis. If there are no volunteers available, the supervisor retains the right to order overtime as in emergency situations. For the purpose of overtime scheduling, all overtime known over forty-eight (48) hours in advance will be considered non-emergency overtime.

* All shift extension overtime must be approved by a supervisor prior to the officer continuing to work, unless an emergency exists (e.g., natural disaster, the life of a citizen or officer would be placed in jeopardy if the officer left).



IV. Overtime Entry

- A. Any authorized overtime worked by an employee will be recorded in Telestaff in order to receive compensation. Select the correct work code and the appropriate description code from the drop-down box. An overtime entry will be completed on the day the overtime is worked, with the smallest increment of time being ¼ hour, i.e., **persons may not add 10 minutes of time worked on three separate days together and submit an overtime entry for ½ hour.**

Enter the exact hours worked, even if the overtime situation requires three (3) hours minimum. Example: An employee works 0800-0900 hours on his/her first leave day; the slip would show times from 0800-0900. The total hours would be automatically populated as three (3).

B. Supervisor Responsibility

- 1.. All supervisory personnel authorized to approve overtime are responsible for the prudent application thereof. To that end such supervisors shall closely monitor those authorized to work overtime and shall take immediate corrective action to eliminate improper and/or inefficient applications. Supervisors shall not allow personnel under their charge to unnecessarily or unreasonably delay ending their tour-of-duty, intentionally or unintentionally, which may result in the application of unwarranted overtime.

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2. The command officer who approves the Telestaff entry will check to see that it is properly entered.
 - a. If he/she is the employee's commanding officer, or section supervisor, he/she will approve the electronic entry.
 - b. Overtime can only be authorized and approved by a supervisor of higher rank, unless prior approval by a Deputy Chief is given.

C. Telestaff Processing

1. Telestaff entries reviewed by Department Timekeeper with improper or insufficient information will be returned for correction. This may result in a delay of overtime payment.
2. Telestaff entries made later than Saturday the week preceding Thursday pay day, may be recorded in the following pay period.